



STATE OF MAINE
MAINE REVENUE SERVICES
PROPERTY TAX DIVISION
PO BOX 9106
AUGUSTA, MAINE 04332-9106

**CERTIFIED MAINE ASSESSOR & CERTIFIED ASSESSMENT TECHNICIAN EXAMS
REGISTRATION FORM FOR CARIBOU, NOVEMBER 17, 2016**

Exams for prospective Maine Property Tax Assessors will be held on **Thursday, November 17, 2016** at **Northern Maine Development Commission, 11 West Presque Isle Road, Caribou, Maine**. Please plan to arrive early; the exam will begin promptly at **8:00 am** and end promptly at **5:00 pm** with a one hour lunch break from 12:00 to 1:00.

There will be two examinations as follows:

1. **CERTIFIED MAINE ASSESSOR ("CMA")**. This is a five-part exam. A minimum score of 70% on each of the five parts is required in order to pass the exam. Part 1 of the exam is passed out first and must be completed before receiving parts 2-5. Part 1 of the exam runs from 8:00 am until 12:00 pm and covers Maine property tax law with 25 mostly multiple-part questions, which generally may be answered with one or more short sentences. Reference materials are provided for this open-book part which has a four-hour time limit. Parts 2-5 each contain 50 multiple choice questions of a general information/problem solving nature.

2. **CERTIFIED ASSESSMENT TECHNICIAN ("CAT")**. This five-part exam is neither as comprehensive nor as technical as the CMA exam and requires the examinee to score an average of at least 70% on the entire exam. Each part contains 50 multiple choice questions of a general information/problem solving nature.

ALL NECESSARY REFERENCE MATERIALS WILL BE PROVIDED. **Only pencils and calculators will be permitted in the testing room. No cell phones!** Calculators should be battery-powered (bring fresh batteries) as the availability of electrical outlets cannot be guaranteed. We recommend you bring an extra calculator, in case your primary calculator suffers a malfunction. People are discouraged from bringing any food or drink into the building but there is a café/snack bar on site for your convenience. *Please arrive promptly as this is a timed exam that will begin and end as scheduled.*

Registrations must be completed and returned with a \$25.00, non-refundable exam fee no later than **Monday, November 7, 2016**. The fee for late registrations, if accepted, is \$30.

PLEASE NOTE LOCATION FOR THIS EXAM

Make check or money order payable to: **Maine Revenue Services**. Submit this form with the exam fee **no later than November 7, 2016** to:

Maine Revenue Services - Property Tax Division, Attn: Jeff Kendall, P.O. Box 9106, Augusta, ME 04332

TYPE OF EXAMINATION: CMA ☐ CAT ☐ (CHECK ONLY ONE)

Name: _____

Address: _____

Home Phone: _____ Fax Number: _____

Work Phone: _____ Email Address: _____